

AGENDA BILL APPROVAL FORM

Agenda Subject: Acceptance of Grant Funds for Mary Olson Farm		Date: May 20, 2009
Department: Parks, Arts and Recreation	Attachments: Resolution No. 4490 and Coastal Protection Grant No. G0900243	Budget Impact:
Administrative Recommendation:		
City Council adopt Resolution No. 4490.		
Background Summary:		
<p>The Washington Department of Ecology recently advised Museum staff of the award of \$23,610 in grant funds to assist with the Phase III restoration at the Mary Olson Farm. Several key natural areas are planned to be restored at the Farm, a site listed on the National Register of Historic Sites, designated a City of Auburn Landmark, and listed in the Washington State Inventory of Archaeological Resources. Located on the Green River, the Olson Creek bisects it and is home to Coho and Chum salmon.</p> <p>We are now at Phase III of the three-phase-restoration and enhancement of this conservation property. We have accomplished the removal of invasive plants from the south meadow, improvements to drainage and storm water management, and design for stream restoration work; and also completed in Phase II was substantial in-stream habitat improvement, riparian restoration and stream bank stabilization.</p> <p>Phase III includes clearing pasture and hillsides, restoring the "wagon road" to serve as a primary pedestrian route connecting the north meadow with Olson Creek and the historic Mary Olson Farm barn, farmhouse and out buildings. Additionally, outdoor interpretive signage will be installed. The money anticipated from Grant No. G0900243 will finance Task 3, the pasture and hillside restoration: allowing removal of invasive species from the north meadow and hillside areas of Olson Creek; replant appropriate native species; stabilize and improve the pedestrian route (wagon road) to provide visitor access; and monitor required ground-disturbing activity by a professional archaeologist.</p> <p>Staff respectfully asks that Council agrees to accept the money, and direct the execution of the grant document.</p> <p>R-0601-1 O4.4.7</p>		
Reviewed by Council & Committees: <input type="checkbox"/> Arts Commission <input type="checkbox"/> Airport <input type="checkbox"/> Hearing Examiner <input type="checkbox"/> Human Services <input type="checkbox"/> Park Board <input type="checkbox"/> Planning Comm.		COUNCIL COMMITTEES: <input checked="" type="checkbox"/> Finance <input checked="" type="checkbox"/> Municipal Serv. <input type="checkbox"/> Planning & CD <input type="checkbox"/> Public Works <input type="checkbox"/> Other Museum Board
Reviewed by Departments & Divisions: <input type="checkbox"/> Building <input type="checkbox"/> Cemetery <input type="checkbox"/> Finance <input type="checkbox"/> Fire <input type="checkbox"/> Legal <input type="checkbox"/> Public Works <input type="checkbox"/> Information Services		<input type="checkbox"/> M&O <input type="checkbox"/> Mayor <input type="checkbox"/> Parks <input type="checkbox"/> Planning <input type="checkbox"/> Police <input type="checkbox"/> Human Resources
Action: Committee Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Council Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Referred to _____ Until ____/____/____ Tabled _____ Until ____/____/____		
Councilmember: Norman		Staff: Faber
Meeting Date: June 1, 2009		Item Number: VIII.B.8

RESOLUTION NO. 4490

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING ACCEPTANCE OF A STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY, COASTAL PROTECTION GRANT IN THE AMOUNT OF \$23,610 IN SUPPORT OF THE MARY OLSON FARM

WHEREAS, Washington's Department of Ecology is charged with protection, preservation and enhancement of Washington's environment, and to support sustainable community and natural resources; and

WHEREAS, Washington's Department of Ecology has notified the City of the award of a grant in the amount of \$23,610; and

WHEREAS, the Mary Olson Farm is a recognized natural resource by the City of Auburn, the State of Washington Inventory of Archaeological Resources, and the National Register of Historic Sites; and

WHEREAS, the City of Auburn is a public agency with a unique property undergoing restoration and enhancement to make it into a living-history learning experience, especially for school age children in Auburn School District; and

WHEREAS, the restoration and enhancement project is now in Phase III of a three-phase operation to bring the property back to its original historic condition;

NOW, THEREFORE, THE CITY COUNCIL OF AUBURN, WASHINGTON, HEREBY RESOLVES THAT:

Section 1. The Mayor is authorized to enter into a contract with the State of Washington Department of Ecology to accept the Coastal Protection Grant funds.

Section 2. Any funding assistance received shall be used for implementation of the project referenced above.

Section 3. This resolution shall take effect and be in full force upon passage and signatures hereon.

SIGNED and DATED this _____ day of June, 2009.


CITY OF AUBURN

PETER B. LEWIS, MAYOR

ATTEST:

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:



Daniel B. Heid, City Attorney

ORIGINAL

GRANT NO. G0900243

Between

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

And

CITY OF AUBURN

Project: Olson Creek Restoration

This is a binding agreement entered into by and between, the State of Washington Department of Ecology, (PO Box 47600, Olympia, Washington, 98504-7600) hereinafter referred to as "ECOLOGY", and "City of Auburn", hereinafter referred to as the "RECIPIENT". The RECIPIENT agrees to carry out the activities described herein as authorized by the Coastal Protection Account.

RECIPIENT	Name:	City of Auburn
	Address:	918 H Street SE Auburn, WA 98002

RECIPIENT	Project Coordinator:	Patricia Cosgrove Director-Museum and Farm
	Telephone Number:	253-288-7473
	Fax Number:	253-931-3098
	E-mail Address:	pcosgrove@auburnwa.gov

RECIPIENT	Billing Contact:	Patricia Cosgrove
	Telephone Number:	253-288-7473
	Billing Address:	253-931-3098

RECIPIENT	Federal Tax Identification No.:	91-6001228
-----------	---------------------------------	------------

For the purpose of this agreement:

ECOLOGY	Project Lead:	Sinang Lee
	Telephone Number:	425-649-7110
	E-mail Address:	<u>Site461@ecy.wa.gov</u>

ECOLOGY	Billing Contact:	Cathy Hubbard
	Telephone Number:	(360) 407-6491
	Fax Number:	(360) 407-6902
	E-mail Address:	cahu461@ecy.wa.gov
	Billing Address:	Department of Ecology Shorelands and Environmental Assistance Program P.O. Box 47600 Olympia, WA 98504-7600
	Physical Address:	300 Desmond Drive Lacey, WA 98503

GRANT AMOUNT:	\$ 23,610
MAXIMUM ELIGIBLE PROJECT COST:	\$ 23,610
STATE MAXIMUM COST SHARE RATE:	100%
MAXIMUM STATE SHARE	\$ 23,610

The source of funds provided by ECOLOGY is the **Coastal Protection Account**.

The EFFECTIVE DATE of this grant is when it is signed by both the RECIPIENT and ECOLOGY.

Any work performed prior to the effective date of this agreement will be at the sole expense and risk of the RECIPIENT. The project described herein must be completed on or before March 31, 2010

THE EXPIRATION DATE of this agreement is March 31, 2010.

ECOLOGY GRANT G0900243 OLSON CREEK RESTORATION

EXHIBIT A-1

SCOPE OF WORK

Location: Mary Olson Farm (Conservation Property)

Project Description:

At the Mary Olson Farm, a 67-acre historic farm operated as a City of Auburn conservation property and environmental learning site, several key natural areas are planned to be restored. This Farm is listed in the National Register of Historic Sites, designated as a City of Auburn Landmark, and listed in the Washington State Inventory of Archaeological Resources. The property is located on the Green River, and is bisected by Olson Creek, home to runs of Coho and Chum salmon.

Restoration and enhancement of this conservation property is approached as a three-phase project. Phases I and II have been completed. Phase I work included clearing invasive plants from the south meadow, improvements to drainage and storm water management, and design for stream restoration work. Phase II work included substantial in-stream habitat improvement, riparian restoration and stream bank stabilization.

Phase III includes clearing pasture and hillsides, restoring the “wagon road” to serve as a primary pedestrian route connecting the north meadow with Olson Creek and the historic Mary Olson Farm barn, farmhouse and out buildings. Additionally, outdoor interpretive signage will be installed.

PROJECT TASKS

Task 1 Project Management-for information only

- 1.1 Manage project contracts and procurement requirements
- 1.2 Schedule and supervise contractors
- 1.3 Evaluate work of contractors and products of vendors

Deliverable(s) Project documentation and evaluation

Estimated cost: \$19,350 (other funds)

Due Date(s) incremental work throughout project, due at completion of project

Task 2 Farmstead landscape restoration-for information only

- 2.1 Design of historically accurate & ecologically appropriate restoration
- 2.2 Restoration of gardens and orchard
- 2.3 Construction of fences, public walking paths and visitor amenities

Deliverable(s) Design, implementation of design

Estimated cost: \$29,500 (other funds)

Due Date(s) Design – March 2009, implementation – September 2009

Task 3 Pasture & hillside restoration (Coastal Protection Funds)

- 3.1 Employ goat herd and Earthcorps crew to remove invasive species from north meadow and hillside areas in vicinity of Olson Creek
- 3.2 Replant cleared areas with appropriate native species
- 3.3 Stabilize and improve existing pedestrian route to provide visitor access
- 3.4 Monitoring of ground-disturbing activity by a professional archaeologist

Deliverables(s) Clearing of land areas currently overtaken by invasive plants (blackberry, ivy, scots broom, etc.), re-vegetation of cleared areas, improvements for public access to property; before and after pictures

Estimated cost: \$23,610

Due Date(s) Clearing – June 2009; re-vegetation – November 2009

Task 4 Outdoor interpretive signs for visitors-for information only

- 4.1 Design of interpretive signs highlighting natural history-to include Ecology acknowledgement
- 4.2 Fabrication & installation of signs at key viewpoints and gathering places

Deliverables(s) Design & construction of signs

Estimated cost: \$5,500 (other funds)

Due Date(s) Design – December 2009; installation – March 2010

ECOLOGY GRANT G0900243

OLSON CREEK RESTORATION

BUDGET EXHIBIT A-2

BUDGET

		CP Funds	Other Funds	Total
	Budget by Element			
1	Salaries		15,000	15,000
2	Benefits		4,350	4,350
3	Contracted Svcs	20,125	29,500	49,625
4	Travel			0
5	Equipment			0
6	Goods/Services	3,485	5,500	8,985
7	Overhead			0
	Total by Element	23,610	54,350	77,960
	Budget by Task			
1	Project Mgmnt		19,350	19,350
2	Farmstead Lansc. Rest.		29,500	29,500
3	Pasture/Hillside Rest.	23,610		23,610
4	Interp. Signage		5,500	5,500
5				0
	Total by Task	23,610	54,350	77,960

** Goods/Services is for purchase of native plant materials and seeds for re-vegetation (\$3,485)

* **Agencies** may not be reimbursed from the Coastal Protection fund for the salaries and benefits of permanent employees for routine operational support.

TOTAL REQUEST

\$ 23,610.

WORK PRODUCTS

Copies of documents produced by the RECIPIENT, including, quarterly reports, and any work products developed under this grant shall be sent to the following ECOLOGY address:

Attn: Cathy Hubbard
Washington State Department of Ecology
Shorelands and Environmental Assistance Program
P.O. Box 47600
Olympia, WA 98504-7600

Physical Address:
300 Desmond Drive
Lacey, WA 98503

1. Three (3) copies (2 hard and 1 electronic) of quarterly reports shall be submitted as specified in Special Terms and Conditions. Quarterly reports may be submitted only electronically with prior approval from the Ecology Project Officer.
2. Three (3) copies of all work products as specified in the scope of work, unless otherwise specified. Two hard copies and one electronic copy shall be provided.

BUDGET CONDITIONS and PAYMENT TERMS

Budget Conditions

Regardless of the number of tasks or elements, Ecology's Fiscal Office will track the EXPENDITURE BUDGET at the PROJECT LEVEL.

A formal amendment is required to increase or decrease the funding or revise the Scope of Work.

For this grant, 100% of the total grant amount will be paid on a cost-reimbursement basis. Requests for reimbursement shall be submitted at least quarterly but not more often than once per month by the RECIPIENT on state invoice voucher forms. Payment requests are to include at a minimum Form A19-1A "Invoice Voucher", Form B "Running Budget Summary", Form C "Voucher Support" and Form D "Contractor Participation Report" (if applicable).

Recipients will prepare the billing forms by object of expenditure (salaries/benefits, travel, goods/services, etc). Back-up invoices of expenses should be included with the billings.

For the administration of this agreement the RECIPIENT shall follow the "Administrative Requirements for Ecology Grants and Loans", current edition.

Ecology forms are contained in the “Administrative Guidelines for Ecology Grants and Loans” and must be used for payment requests, otherwise requests will be returned to the RECIPIENT for submittal on the correct forms. Electronic copies of these forms and the “Administrative Requirements for Ecology Grants and Loans” (“Yellow Book”) are available at Ecology’s websites:

Forms- <http://www.ecy.wa.gov/biblio/9118a.html>
Yellow Book- <http://www.ecy.wa.gov/biblio/9118.html>

Light Refreshments Light refreshments are an eligible expense in accordance with Ecology's guidebook, "Administrative Requirements for Ecology Grants and Loans", current edition.

Payment Terms

ECOLOGY will issue payments of grant funds within 30 days of receipt of properly completed invoice vouchers, progress reports, and when approved by the Ecology Project Lead for this grant.

Final payment requests are payable contingent on receipt of the final products and deliverables of grant.

Upon completion of the project, unused grant dollars will be returned to the Department of Ecology for use on other eligible projects.

A written report of activities must accompany all payment requests.

SPECIAL TERMS and CONDITIONS

1. DATA STANDARDS AND DATA SHARING

Data sharing and access is an important consideration for grant recipients. Data collected under grants should be available to secondary users and for future comparative analyses. **It is a requirement that grant recipients submit monitoring data to Ecology’s Environmental Information Management (EIM) database at <http://www.ecy.wa.gov/eim/> to store and access their data on the Internet.** Data is submitted to EIM using online data submittal tools available at: <http://www.ecy.wa.gov/eim/>. Additionally, grant recipients may choose to develop their own databases, and these tools also provide a good model for data standards.

Having many stand-alone databases can make data sharing difficult, but steps are being taken at the national level to improve data sharing. Since 1998 the U.S. Environmental Protection Agency (EPA) and the States have been working in partnership to improve access to environmental data. This has lead to the concept of the “Network Node,” a place in cyberspace where environmental data can be uploaded and shared using common data exchange templates. Washington State has, along with Oregon, Idaho, and Alaska, successfully developed a prototype Website where environmental data from all four states can be searched and downloaded.

It is known as the Pacific Northwest Water Quality Data Exchange and is available at:
<http://deq12.deq.state.or.us/pnwwqx/>

2. QUALITY ASSURANCE PROJECT PLAN (QAPP)

IF this project involves the collection of environmental measurement data, the Recipient will prepare a QAPP plan to ensure the consistent application of quality assurance principles to the planning and execution of all activities involved in generating this data. It is highly recommended that projects involving the use of existing environmental data adhere to these requirements. The plan shall be conducted in accordance with the DEPARTMENT's Guidelines and Specifications for Preparing Quality Assurance Project Plans for Environmental Studies, current edition, (Ecology Publication No.04-03-030). The plan must describe the monitoring and data quality objectives, procedures, and methodologies which will be used to ensure that all environmental data generated will meet these requirements. The size and complexity of the plan should be cost effective and in proportion to the magnitude of the sampling effort. The QA/QC report shall contain all fourteen elements discussed in the QAPP guidance document. Ecology's Project Officer shall review and approve this plan prior to initiation of work.

The QAPP will cover the following elements:

- Title Page with approvals
- Table of contents and distribution list
- Background
- Project Description
- Organization and Schedule
- Quality Objectives
- Sampling Process Design
- Sampling Procedures
- Measurement Procedures
- Quality Control
- Data Management
- Audits and reports
- Data verification
- Data Usability Assessment

On-line guidance for these topics is available at:

<http://www.ecy.wa.gov/biblio/0403030.html>

A QAPP template available for use by grantees can be found at:

<http://www.ecy.wa.gov/programs/eap/qa/docs/QAPPtool/Mod2%20Template/module2.pdf>
For additional information go to <http://www.ecy.wa.gov/programs/eap/qa>

Water samples requiring bench testing shall be analyzed by an environmental laboratory accredited by the DEPARTMENT. A list of DEPARTMENT accredited laboratories and

information on laboratory accreditation is provided on the Environmental Assessment Program website, currently available at:

[Http://www.ecy.wa.gov/programs/eap/labs/labs_main.html](http://www.ecy.wa.gov/programs/eap/labs/labs_main.html)
<http://www.ecy.wa.gov/programs/eap/labs/labs_main.html

3. COORDINATION WITH ECOLOGY'S GEOGRAPHICAL INFORMATION SYSTEM (GIS)

IF this project involves developing GIS data, the Recipient shall coordinate with Ecology's GIS office in an effort to promote compatibility and to encourage sharing of geospatial data. To facilitate data sharing, the Department utilizes the following standards:

Ecology's GIS Standards	
ESRI's ARC/INFO	Current version
ESRI's ArcView	Current Version
Horizontal Datum	NAD 83 HARN
Vertical Datum	NGVD 88
Projection System	Lambert Conic Conformal
Coordinate System	WA State Plane Coordinates
Coordinate Zone	South
Coordinate Units	US Survey Feet
Accuracy Standard	+/-40 Feet (1:24,000) minimum accuracy to within a foot of the true North American datum system
Vector Import Format	ArcExport, DLG and/or DXF, shapefiles
Raster Import Format	TIFF, BIL/BIP, RLC, GRID, ERDAS, SID

Whenever possible, the Recipient is encouraged to utilize the standards listed above when compiling data. To discuss the usage of other standards, please contact Jerry Franklin at 360 407-7470; Fax: 360 407-6902; E-Mail: jfra461@ecy.wa.gov or John Tooley at 360-407-6418; E-Mail: jtoo461@ecy.wa.gov for further data sharing and compatibility information.

The Recipient shall submit copies to Ecology's Project Officer with complete documentation as it relates to all digital data, GIS coverages, shape files, related tables and map products.

4. STATE ENVIRONMENTAL POLICY ACT (SEPA)

Grant recipients are expected to consider the necessity of a SEPA process in the early stages of planning or scope development. Please contact your project officer for assistance.

5. IDENTIFICATION OF PROJECT MATERIALS

All reports, maps, and other documents produced by the RECIPIENT, as part of this grant shall be identified as such. All items will be marked on the front cover or title page, or in the case of

maps, the block that contains the name of the Government unit or ECOLOGY with 1) the name of the RECIPIENT; 2) ECOLOGY'S grant number; 3) Project Title; and 4) date of the report. Also, an acknowledgment of the source of funding, as appropriate, will be included.

6. PUBLICATIONS AND BROCHURES

Any publications or brochures required as a product of this agreement shall be bound and conform to minimum standards of size, 8½" x 11" white, recycled paper. Photos, illustrations, and graphs must be of reproducible quality. The RECIPIENT shall comply with any additional specifications as may be outlined in the Scope of Work or confirmed in writing between ECOLOGY and the RECIPIENT. The RECIPIENT is encouraged to implement sustainable practices where and when possible.

7. DOCUMENTS

The RECIPIENT shall provide ECOLOGY with a minimum of three (3) copies of all documents produced under the terms of this grant unless otherwise specified. Two hard copies and one electronic copy should be provided.

8. PROJECT COMPLETION REQUIREMENTS

On completion of the project, the RECIPIENT shall submit the following information and materials to ECOLOGY:

8A. Project Completion Report: The purpose of this report is to document that the project and each of its elements has been completed. Four (4) hard copies and one (1) electronic copy of a "Project Completion Report" are required as follows:

(1) Summary Account - The Completion Report must include a brief summary account of the work accomplished under the grant with respect to each of the surveys, studies, plans, and other tasks listed in the grant or any amendments to that grant. It is also to include a notation of the exhibit or portion thereof containing the product of that work task.

(2) Reports, Maps, Plans, Exhibits, Etc. - The Completion Report must include a list of all reports, maps, plans, and other documents prepared under this grant, indicating for each whether it is in published or unpublished form as defined in the grant.

8B. Graphic Record Alternative: With respect to models and published maps and plans, such as aerial maps, maps, and plans which are colored or are too large to fold compactly, photographs or copies may be submitted instead of the actual maps, models or plans. These photographs or copies need to be 8" x 10" or larger and may be either in color or black and white, whichever is necessary to show the content of the map, model or plan. Each such photograph or copy shall be legibly identified as to the title and scale of the original document, the municipality, or area covered, and the report or study to which it relates, and shall contain a notation of the place where the original is located.

8C. Transmittal of Maps, Plans, Etc.: The title, the grants number, the municipality or county, and the report or study to which each map and plan relates shall be indicated on the outside top fold of such map and plan. All maps and plans transmitted shall be folded to the size of the report project.

8D. Data Documentation and Submittal: Upon grant completion, all data and data documentation are to be submitted in accordance with the previously provided formats and standards, or in formats as previously negotiated in a formal agreement between ECOLOGY and the RECIPIENT.

8E. The Project Completion Report must be submitted with the Final Payment Request and follow the format provided by ECOLOGY. Final payment will not be made without the Project Completion Report.

9. ACCESS TO RECORDS AND RIGHT TO AUDIT

9A. The RECIPIENT agrees that the Auditor for the State of Washington shall, until the expiration of three (3) years after expenditure of funds under this grant, have access to and the right to examine any directly pertinent books, documents, papers, and records of the RECIPIENT involving transactions related to this grant. The RECIPIENT agrees to include the substance of this paragraph into all grants and subcontracts payable from contract funds in whole or in part.

9B. The RECIPIENT agrees that payment(s) made under this grant shall be subject to reduction for amounts charged thereto which are found after audit examination not to constitute allowable costs under this grant. The RECIPIENT shall refund by check payable to ECOLOGY the amount of such reduction of payments under completed or terminated grants.

10. MAINTENANCE OF RECORDS

All required records shall be maintained until a state audit is completed and all questions arising there are resolved, or three (3) years after completion of a project, whichever is sooner.

11. MINORITY AND WOMEN'S BUSINESS (MWBE) PARTICIPATION

The RECIPIENT agrees to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated after the effective date of this agreement.

Contract awards or rejections cannot be made based on MBE or WBE participation. M/WBE participation is encouraged, however, and the RECIPIENT and all prospective bidders or persons submitting qualifications should take the following steps, when possible, in any procurement initiated after the effective date of this agreement:

- a. Include qualified minority and women's businesses on solicitation lists.
- b. Assure that qualified minority and women's businesses are solicited whenever they are potential sources of services or supplies.
- c. Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- d. Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- e. Use the services and assistance of the State Office of Minority and Women's Business Enterprises (OMWBE) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

The RECIPIENT shall report to the DEPARTMENT at the time of submitting each invoice, on forms provided by the DEPARTMENT, payments made to qualified firms. Please include the following information:

- a. Name and state OMWBE certification number (if available) of any qualified firm receiving funds under the invoice, including any sub-and/or sub-subcontractors.
- b. The total dollar amount paid to qualified firms under this invoice.

12. SELECTION OF CONTRACTORS

It will be the responsibility of the Recipient to insure that any and all subs comply with the terms and conditions of this agreement and that the State of Washington is named as an express third-party beneficiary of such subcontracts with full rights as such.

13. FINANCIAL GUIDELINES

The RECIPIENT shall comply with ECOLOGY'S current edition of the "Administrative Requirements for Ecology Grants and Loans." The RECIPIENT shall be responsible for maintaining appropriate financial records throughout the life of the project and in accordance with these guidelines.

14. PAYMENT REQUESTS

Payment will be made to the RECIPIENT for the grant amount upon execution of the grant agreement and receipt of a signed Invoice Voucher (A19-1A).

Complete backup documents (to include but not limited to all invoiced costs, time sheets [signed and dated by both employee and supervisor], etc.) MUST be maintained by the RECIPIENT. These expenses will be kept in grant files according to budget task for a period of three years after project completion and made available at any time for inspection by ECOLOGY.

15. QUARTERLY REPORTING

The RECIPIENT must send quarterly progress and financial reports, including current expenditures to ECOLOGY.

Quarterly reports shall cover the periods and be due with 30 days following the end of the quarter, according to the following schedule, regardless of the grant effective date:

Quarterly Reporting Period	Date Quarterly Report is Due
January 1-March 31	April 30
April 1-June 30	July 30*schedule may vary with fiscal year closing
July 1-September 30	October 30
October 1-December 31	January 30

Quarterly reports shall convey essential information in a simple, concise manner through the use of bulleted summary statements, lists, and tables and include the following:

1. A description of work performed during the quarter
2. Status of project schedule
3. Financial and funds disbursement status
4. Personnel changes
5. Any difficulties encountered during the quarter.
6. Cash Flow Estimate

ECOLOGY reserves the right to terminate this agreement, as specified in paragraph K.1. of the General Terms and Conditions, for:

1. Failure to comply with quarterly reporting requirements, and
2. Failure to demonstrate satisfactory progress on elements and/or tasks as described in the Scope of Work.

16. AMENDMENTS

A "letter" amendment is a written request by the RECIPIENT to 1) redistribute funds among budget elements or fund shares; or 2) extend the project completion and expiration dates.

A formal amendment is required for any change to the scope of work or an increase to the total eligible project cost and is signed by both parties.

Amendments are not required for administrative adjustments such as changes in telephone numbers, addresses, project officers, supervisors, or contact persons for Ecology or the recipient. The recipient must still notify Ecology of these changes.

17. FAILURE TO COMMENCE WORK

In the event the RECIPIENT fails to commence work on the project funded herein within four months after the effective date of the grant agreement, or by any date mutually agreed upon in writing for commencement of work, ECOLOGY reserves the right to terminate this agreement.

18. GRANT CLOSEOUT

All products for this project shall be submitted to ECOLOGY on or before March 31, 2010, or otherwise specified in the Scope of Work.

19. ALL WRITINGS CONTAINED HEREIN

This agreement, the appended "General Terms and Conditions", and ECOLOGY'S current edition of "Administrative Requirements for Ecology Grants and Loans", contains the entire understanding between the parties, and there are no other understandings or representations except those set forth or incorporated by reference herein.

No subsequent modification(s) or amendments to this agreement shall be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement.

STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

CITY OF AUBURN

Gordon White Date
Program Manager
Shorelands Environmental Assistance Program

Peter B. Lewis, Mayor Date



Approved as to form only
Assistant Attorney General

Federal ID Number: 91-6001228